

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-137 **Issue Date:** 09-13-13 **Closing Date:** 10-04-13

Law Enforcement Assistant
Yakama Nation Tribal Police
Department of Public Safety
Hourly Wage: \$14.56/Full-Time/Regular

Incumbent performs work involving the collection, compilation, and /or tracking of data and statistical information in support of the PL 93-638 and U.S. DOJ Cops Grant Program implementation. Incumbent will be responsible for the processing of a variety of program documents and records, not limited to program financial, procurement and administrative documents.

Knowledge, Skills and Abilities:

- Knowledge of modern secretarial skills and general office principles, practices and techniques.
- Knowledge of and effective use of grammar.
- Knowledge of tribal and governmental accounting practices and principles.
- Knowledge of the Privacy Act and the Freedom of Information Act laws and regulations.
- Knowledge of the Yakama Reservation, people and traditions.
- Ability to demonstrate reliability and punctuality. Exhibit above average time and attendance.
- Ability to demonstrate above average computer and typing skills.
- Ability to deal diplomatically and effectively with people at all levels of the organizational structure, with other Government, local agencies, Tribes and individuals.
- Ability to collect and organize information.
- Ability to adhere to high standards of personal conduct on and off the job.
- Ability to maintain strict confidentiality of program and client information.
- Ability to follow oral and written instructions.
- Ability to work independently and productively with minimal supervision.
- Ability to work effectively as a member of the team.
- Ability to use advanced computer techniques to produce quality documents using word processor, spreadsheets, presentation software, and publish software.

General Recruiting Indicators:

- Minimum of high school diploma or equivalent and three years of progressively responsible office work experience in a comparable environment. Successful completion of Associate of Arts degree with the demonstrated ability to successfully perform duties of the job is acceptable in place of job experience.
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Required to sign a code of conduct and understand sanctions for misconduct.
- Must possess a valid WA State Driver's license with ability to obtain a tribal driver's permit.
- Required to successfully pass a criminal background check. No misdemeanor or felony convictions.
- Required to maintain basic first aid and CPR card current.